

CIVIC PLAZA USE REQUEST FORM

Note: Responses are to be provided in all blanks. Call 615-895-8059 for reservations and deliver completed request form to 351 Overall Street, Murfreesboro, TN 37129, or fax to (615) 217-3035.

Name of organization, business, or person: _____

Specify whether for-profit or not-for-profit: _____

Person in charge of event: _____

Address: _____

Home phone: _____ Work phone: _____

Emergency phone: (daytime and evening) _____

Description of event or activity: (Be very specific) _____

Exact date(s) event will take place: _____

Exact time activity/preparation for activity will start: _____ a.m. / p.m.

Time activity will end (including clean-up): _____ a.m. / p.m.

Estimated number of persons in attendance: _____

Any special needs requiring a specific location (such as area for large assembly, or desire to have function take place in area of fountain or pavilion), and if so, what and why? _____

Type(s) of equipment anticipated to be used for this activity, such as chairs, sound equipment, etc.: (Be very specific.) _____

Items to be set up, such as a booth, cart, or table: (Describe.) _____

Items anticipated to be sold during event: (See rule No. 16) _____

Literature to be distributed: (Describe.) _____

Access needed to electrical outlets? _____ How many: _____ List
amps used by each item of equipment (so that officials can determine appropriate plugs to be
used): _____

Portable restroom facilities to be used? _____ How many: _____

(Please note that the city may require you to provide portable restroom facilities and to pay all
costs incurred for this service.)

Other information: _____
